

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, and Schmidt

MEMBER EXCUSED: Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 21, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Sheriff Dale Schmidt; Brian Field, Highway Commissioner; Matt Bublitz, Jail Corporal; Nicholas Hraban, Correctional Officer; Stacy Ronge, Correctional Officer.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Duchac; who was excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session and closed session minutes of the February 6, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hinze announced that closed session will not be necessary as she received information that the Sworn Union Local 120 ratified the labor agreement.

Sheriff Schmidt provided the Committee with a draft policy regarding time off in preparation of the new 12-hour shift positions for four (4) Jail Program Specialists with the Sheriff's Office. Sheriff Schmidt reviewed the policy requesting consideration for one day of bereavement to equal twelve (12) hours. Sheriff Schmidt encouraged the Committee to approve the 12-hours/day as a good gesture to a grieving employee. Hinze read the current bereavement policy to the Committee and noted that currently the 12-hour shift positions at Clearview receive eight (8) hours of bereavement per day. There was discussion among the Committee members regarding the policy's definition and interpretation of a day. It was the consensus of the Committee to bring the Bereavement Leave Policy to a future meeting to discuss what is considered, one (1) day.

Motion by Frohling to approve the 12-Hour Shift Schedule Policy with the removal of the bereavement leave language. Second by Greshay. Motion carried.

Field addressed the Committee on behalf of a Highway Department employee that has been on approved medical leave since December 2015 and has submitted a request for Sick Leave Donation. Hinze stated that the current leave ends February 28, 2017 with an anticipated extension. Hinze commented that currently the employee has 82 hours of sick time and 80 hours of vacation time, which will be used prior to use of any donated sick leave.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Seconded by Schmidt. Motion carried.

Hinze provided the Committee with an update regarding the February 8, 2017 Employee Trust Funds (ETF) Group Insurance Board (GIB) meeting stating that the board did not recommend removal of the County's current plan option, Plan P14; however, that the board did approve a recommendation to the Joint Finance Committee to move the State Health Insurance to a self-funded plan. Hinze presented two ETF videos explaining the GIB self-funded recommendation. Mielke noted that these two videos will also be presented to Management Council. Hinze addressed questions from the Committee members. Hinze explained that ETF assured that the terminology "State" includes local government and that local governments will still be part of the plan. Hinze stated that there have been initial discussions regarding a possible consortium with other municipalities.

Hinze provided the Committee with five (5) years of Worker's Compensation historical data regarding total claims paid. Hinze stated that she still needs to obtain data from Finance about the amount charged departmentally per pay period. Hinze noted that David Elsinger, Hays Consultant, recommended a fund balance of 2.5 times the claims, however, stated it was up to the County. There was discussion concerning the fund balance rates. Mielke suggested determining a factor for guidance to determine whether or not to increase the internal rates. Hinze stated she would bring additional information back to the Committee on March 21, 2017.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Mechanic	Highway
One (1) Custodian II	Physical Facilities
One (1) Correctional Officer	Sheriff
One (1) Transport Officer – Occasional	Sheriff

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Mindemann explained that an employee of Human Services and Health requested an extension of an intermittent General Leave from 3/3/17-09/03/17 for approximately one time per month to care for a sibling with a request to use sick time for the absences. Mindemann explained there is sufficient medical documentation.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – Michael B. Cypert, Deputy Sheriff P.T. Drug Task Force, Sheriff, \$17.50, MSC38, ST01, 02/20/2017; Kathryn M. Kiser, Communications Officer, Sheriff, \$20.38, DC05, ST04, 02/20/2017. RE-HIRE – Michael A. Simons, Parks Crew Leader – new position, LR&P, \$15.86, MSC36, ST01Y1, 02/14/2017. RECLASSIFICATION – None. STEP INCREASE – Brian R. Field, Highway Commissioner, Highway, \$49.94, DC15, ST09A, 04/07/2017; Erin M. Falcon, Economic Support Specialist II,

Human Services, \$20.38, DC05, ST04, 03/18/2017; Amy L. Shaver, Public Health technician, Human Services, \$16.16, DC03, ST04, 03/10/2017; Sara A. Hermann, Social Services Aide II Resource Services, Human Services, \$15.31, DC03, ST02, 01/25/2017; Curtis A. Hawkinson, Technical Services Specialist, Information Technology, \$23.31, DC07, ST02, 04/18/2017; Dawn M. Lokken, Technical Services Lead, Information Technology, \$26.71, DC08, ST04, 04/14/2017; Travis A. Nickels, Technical Services Specialist, Information Technology, \$23.31, DC07, ST02, 04/11/2017; David L. Braunschweig, Watershed Project Technician, Land Conservation, \$27.82, DC06, ST13B, 04/01/2017; Lori A. Hill, Administrative Secretary III Parks/Trails, LR&P, \$19.56, DC03, ST12B, 03/04/2017; Jennifer A. Schmidt, Administrative Secretary III Parks/Trails, LR&P, \$19.56, DC03, ST12B, 03/08/2017; Barbara J. Brooks, Administrative Secretary II, Physical Facilities, \$17.56, DC02, ST14A, 03/19/2017; Jodi M. Apel, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/09/2017; Donald E. Davidson, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 03/02/2017; Marcus R. Kirchoff, Correctional Officer, Sheriff, \$25.74, DC05, ST14B, 01/24/2017; Jennifer A. Welch, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/03/2017; Aaron E. Ellis, Correctional Officer, Sheriff, \$25.74, DC05, ST14B, 03/18/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

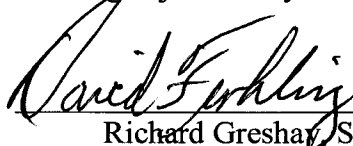
HR Director's Report:

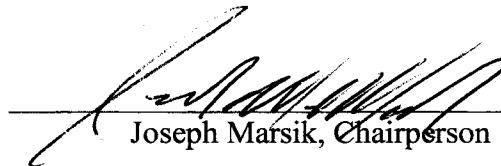
- a) Disciplinary Actions: Hinze notified the Committee of a written warning issued to an employee of the Sheriff's Office for inappropriate behavior directed at another employee.
- b) Grievances and Arbitrations: None to Report

Future Agenda Items: Bereavement Policy, Summary of Exit Interviews, and Worker's Compensation Fund Balance at March 21, 2017 meeting.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **March 7th, 2017, March 21st, 2017, and April 4th, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:24 a.m.

 V.C.
Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.